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4 September 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training

1. Language Qualifications Inventory Underway

As the beginning of another major effort to update the Agency's language capabilities the Office of Computer Services distributed over 4,200 language inventory cards to component training officers and Central Processing Branch for their distribution to the named employees. The individuals concerned are being asked to clarify the current status of the claimed proficiencies and to return them for inclusion in the Language Qualifications Register. Cards for personnel overseas will be held by CPB until the person returns to headquarters.

2. General Ewbank Praises Agency Personnel

During the recent briefing at headquarters of Major General John Ewbank, USAF, the General, now Director of Military Assistance at STRICOM in Tampa, Florida, expressed high regard for Agency personnel with whom he dealt as a senior commander in South Vietnam, at

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GROUP 1
Excluded from automatic
downgrading and
declassification

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General Ewbank expressed concern for what he feels is a potential intelligence reporting gap between military assistance officers overseas and intelligence headquarters in Washington, a matter he is anxious to correct.

3. Language School Activities

a. Three-Day Seminar for Language School Instructors

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[REDACTED] Psychological Services Staff, OMS, conducted a three-day seminar for 25 Language School instructors and staff on the "Psychology of Learning". Emphasis was on the principles of learning and motivational factors in dealing with adult learners. Some of the sessions were video taped. The reaction to this program was enthusiastic.

b. Language School Publishes Student Orientation Handbook

The Language School has recently published an orientation handbook for students using the Arlington Towers facilities. Another handbook dealing with student language learning is being prepared and will be added to this handout package.

c. Language Training Requirements for FY 70 Received

Based upon FY 70 language training requirements from the Support and Plans directorates, the Language School anticipates approxi-

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mately 325 new full-time and part-time students during the fiscal year. A detailed analysis of these requirements is now being made.

d. Language School completed the rewriting of definitions of the five levels of proficiency as applied to reading and oral skills and to all languages. This success is the culmination of an undertaking begun many months ago. The new definitions, described in simple, non-technical behavioral terms, will be particularly useful to supervisors and training officers who have to interpret goals and achievement of language study. They are also a step forward in the effort to try to equate our rating system with that of the Department of State, a consideration contained in a recommendation made by the Inspector General in his survey of OTR, November 1967.

4. Miscellaneous Training Notes

Representing the Agency at the first Brookings Institution's "Conference for Federal and Business Science Executives", which begins 7 September in Williamsburg will be [REDACTED] Chief/Research and Engineering Division/NPIC.

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[REDACTED] OMS, has begun a 10-month training program at Johns Hopkins University in Baltimore. His specialized training

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program will cover courses in Public Health Medicine, including environmental and occupational health, epidemiology, international health, and biostatistics.

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 Executive Officer, DDS&T, leaves for Cambridge on 7 September to attend the next session of the Advanced Management Program at Harvard University.

3. Non-Agency Briefings

During the reporting period, the following non-Agency briefings were given:

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At the  to ten technicians on Communist Programs.

At Headquarters, Luther I. Replogle, the new U. S. Ambassador to Iceland, on the Agency's responsibilities in support of national security policy.

At Headquarters, Maj. Gen. John Ewbank, USAF, on the Agency's overall mission and responsibilities and current developments at National Security policy levels.

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J. P. H.
for 
Acting Director of Training

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